City of Dallas
Classification Specification

Title:	**Senior Information Technology Analyst**	**Class Code:**	**36504**
		Pay Grade:	**J**
Application:	**Careers Series**	**Established:**	**10/01/98**
Supplemental/Code:	**Administrative/1**	**Revised:**	**01/01/09**
FLSA Status:	**Exempt**		

Position Purpose:

Resolve complex business problems requiring the integration of mainframe and computer hardware and software systems to provide solutions to management questions and/or maintain a LAN system.

Essential Functions:

1. Designs and plans complex mainframe or computer systems solutions to management problems to ensure accessibility of necessary information; writes and debugs programs to address information requests.

2. Writes ad-hoc information retrieval programs for use by management or other departmental staff.

3. Recommends and writes technical specifications for the purchase of computer hardware and software and mainframe software applications.

4. Provides training and technical assistance for less experienced analysts and other department personnel in the use of mainframe or microcomputers to improve individual productivity.

5. Participates in reviews of analysis documents; assists in acceptance testing of systems changes.

6. Plans and provides for data security to ensure future access to relevant information needed to respond to management requests.

7. Supervises lower-level analysts to ensure work group responsibilities are met.

8. Maintains department local area network.

9. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Thorough knowledge of mainframe and microcomputers including hardware and software specifications and applications.

Thorough knowledge of one or more programming languages and applications.

Thorough knowledge of network systems and configurations.

Knowledge of supervisory principles and the ability to provide guidance to lower-level employees.

Ability to provide technical assistance for lower-level analysts or non-technical personnel.

Ability to analyze information logically and propose computer-based solutions.

Ability to communicate orally and in writing at the professional level.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards

Normal office conditions.

May require lifting computer equipment weighing up to 50 pounds.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.